

DD/A 76-2736

JUN 1976

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Director of Joint Computer Support

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCES : (A) Memorandum dated 28 February 1975
to DD's and Heads of Independent
Offices from DCI, same subject

(B) Memorandum dated 9 December 1975
to DD/A Office Directors from DD/A,
same subject

1. The FY 1976 Year-end Report on fighting inflation and reducing daily operating costs will be due in the Director's office in August. Your report for FY 1976, including the data submitted for the January report, should be received by the DD/A Plans Staff by 23 July 1976.

2. As you did for the January report, please describe and quantify savings in the following categories:

Group I: Savings to date for the current fiscal year (final report for FY 1976).

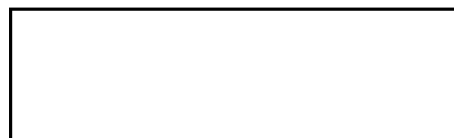
Group II: Savings you expect to make on an annual basis in future fiscal years.

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Group III: One-time savings for the current (FY 1976) or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).

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John F. Blake

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